

Section 11.2 FUNCTIONS MENU**Labor and Equipment Distribution Adjustments
Selection Tab**

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| Purpose | This section provides the procedures for users to select distribution transactions for updating or deleting as well as add a new adjustment by using the Labor or Equipment Distribution Adjustment windows. |
| Tab | Selection |
| Reminders | <ol style="list-style-type: none">1. The Selection tab is accessed through the <u>F</u>unctions, <u>L</u>abor <u>D</u>istribution or <u>E</u>quipment <u>D</u>istribution Adjustment items on the menu bar.2. The Selection tab consists of a Selection Criteria window and a Selection List window. Once the appropriate information is selected or entered and the Select button clicked, the remaining tabs become activated and the data that matches the selection criteria is displayed in the Selection List window. To enter a new request, click the New button. |
| References | <i>No Specific References</i> |

Selection Tab

The following window is displayed when Functions, Labor Distribution Adjustment or when Functions, Equipment Distribution Adjustment is selected from the Menu bar. The steps are described in steps on the following pages.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Labor Distribution Adjustment

| Selection | From CB | Transaction Detail | To CB | Review | | | | | | | | |
|--|---------------|--------------------|---------|-------------|--------|---------------|--------|---------|-------------|-----|-----|------|
| <p>Selection Criteria</p> <p>Dept: 15 Agy: User Id: Status: Select</p> <p>Adj No: From Date: 01/01/1900 To Date: 00/00/0000</p> <p>Selection List</p> <table border="1"><thead><tr><th>Status</th><th>Modified Date</th><th>Adj No</th><th>User Id</th><th>Approver Id</th><th>Agy</th><th>TKU</th><th>Name</th></tr></thead><tbody></tbody></table> | | | | | Status | Modified Date | Adj No | User Id | Approver Id | Agy | TKU | Name |
| Status | Modified Date | Adj No | User Id | Approver Id | Agy | TKU | Name | | | | | |

Submit New Delete Save Close

Ready

DCDS Input Procedures

Selection Tab (Selection Criteria)

| Step | Field Name | Action |
|------|------------|---|
| 1 | Dept* | <p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.</p> <p>Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.</p> |
| 2 | Agy* | <p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.</p> |
| 3 | User ID | <p>Enter a User ID to display all adjustments made by a specific user.</p> <p>Note: This will display all adjustments that have been created by a specific user.</p> |
| 4 | Status | <p>Select the appropriate status code from the dropdown list or enter the code. Available codes are:</p> <ul style="list-style-type: none"> ■ SAVD - Saved ■ SUBM - Submitted ■ APPR - Approved ■ RLSD - Released ■ RJCT - Rejected |
| 5 | Adj No | <p>Enter the appropriate adjustment number.</p> <p>Note: If a matching adjustment record is not found in the system, the selection list displays all adjustment numbers greater than that number.</p> |
| 6 | From Date | <p>If desired, enter the pay period starting date for the adjustment.</p> <p>Note: A date is entered to narrow down the adjustments that display based on the entry date.</p> |
| 7 | To Date | <p>If desired, enter the pay period ending date for the adjustment.</p> <p>Note: A date entered here is used to narrow down the adjustments displayed based on the entry date. The field defaults to the date entered in the From Date field.</p> |

**DCDS Input Procedures
Selection Tab (Selection Criteria)**

| Step | Field Name | Action |
|------|-----------------------|--|
| 8 | Select Button | Click on the Select button located at the top of the window (or press Alt + L). A list of adjustments will appear in numeric order in the Selection List window. |
| 9 | Selection List window | Highlight a row in the Selection List window to display the coding block information that is to be adjusted and click on the appropriate tab (From CB, Transaction Detail, To CB or Review) to enter or review adjustment information. |

Selection Tab (Selection List)

The following information is displayed:

| Field Name | Description |
|---------------|---|
| Status | The Status of the adjustment (saved, submitted etc.). |
| Modified Date | The date the adjustment occurred. |
| Adj No | The adjustment number which identifies a specific adjustment. |
| User ID | The User ID of the person who entered the adjustment. |
| Agy | The agency number. |
| TKU | The Timekeeping Unit number. |
| Name | The employee's name. |

DCDS Input Procedures

Labor/Equipment Distribution

Follow the steps below to add, update or delete labor or equipment distribution adjustment data.

Add Labor/Equipment Distribution Adjustment

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| | New Button | Click on the New button located at the bottom of the window (or press Alt + N). This displays the From CB Selection Criteria window to enter a new adjustment (see Section 11.3). |
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Update Labor/Equipment Distribution Adjustment

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| | From CB Tab | <p>Enter the required selection criteria and click the Select button. Highlight the adjustment in the Selection List window to be updated (see Section 11.3).</p> <p>Click on the From CB Tab. This displays the From CB Selection Criteria window to update adjustment data.</p> |
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Delete Labor/Equipment Distribution Adjustment

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| | Delete Button | <p>Enter the required selection criteria and click the Select button. Highlight the adjustment to be deleted in the Selection List window.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). The following pop-up window is displayed:</p> <div data-bbox="829 1274 1242 1486" data-label="Image"> </div> <p>Click the Yes button to delete or the No button to remove the window.</p> <p>Note: An adjustment that has been submitted cannot be deleted.</p> |
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